

Additional Resources

June 2004

Resource List

USEFUL WEB SITES / RESOURCES

ODE CBIPS web site	http://www.ode.state.oh.us/ctae/teacher/cbi/
Core ITAC document download site	http://cete.org/publications/itac.asp
CTAE Program Approval & Funding Guidelines	http://www.ode.state.oh.us/ctae/superintendent/26_inst_2003_2004.asp
Labor Laws and Issues Guide	http://www.ode.state.oh.us/ctae/teacher/labor/default.asp
USDOL Employment and Training	http://www.doleta.gov/usworkforce/
USDOL Wage and Hour Division	http://www.dol.gov/esa/whd/
Workforce Investment Act Web Site	http://www.usworkforce.org/
National Dropout Prevention Center	http://www.dropoutprevention.org/
Job Corps	http://jobcorps.doleta.gov/
Ohio State University Clearinghouse - STW	http://www.stwclearinghouse.org/
Youth Opportunity Movement	http://www.doleta.gov/programs/factsht/pdf/yomovement.pdf
America's Job Bank	http://www.ajb.dni.us/
USDOL / OSHA	http://www.osha.gov/
U.S. Dept. of Education	http://www.ed.gov/
Promising and Effective Practices Network	http://www.nyec.org/pepnet/
WIA Youth Policy Councils	http://www.levitan.org/
Ohio Workforce Connection	http://www.ohioworkforce.org/
STW Intermediary Project	http://www.intermediarynetwork.org/
Job Shadowing	http://www.jobshadow.org/
SSA "Ticket to Work Program"	http://www.spiconnect.org/
Youth Council Toolkit	http://www.doleta.gov/youth_services/toolkit_2002.asp
Youth Rules	http://www.youthrules.dol.gov/
Federal Interagency Coordinating Council	http://www.fed-icc.org/
Ohio Labor Market Info	http://www.lmi.state.oh.us/
(Ohio State Department of Education)	

National Youth Employment Coalition	http://www.nyec.org/
National Alliance of Business	http://www.nab.com/
National Youth Leadership Council	http://www.nylc.org/
Innovation Center for Community and Youth Development	http://www.theinnovationcenter.org/
National Mentoring Partnership	http://www.mentoring.org/
Southern Regional Education Board	http://www.sreb.org/
Ohio Learning Work Connection	http://www.ohiolearningwork.org/

Sample Marketing Brochure For Cooperative Education

Meeting Industry Skill Standards

A Program for Students

**Wisconsin Department of
Public Instruction**

**Elizabeth Burmaster
State Superintendent**

For information about Wisconsin's
Cooperative Education Skill Standards
Certificate Program or the application
process, contact the appropriate member of
the Career and Technical Education Team.

Marie Burbach, Consultant 608-267-9253
Marketing Education/DECA
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Cooperative Education Skill Standards
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Sharon Strom, Consultant 608-267-9088
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Sharon Wendt, Consultant 608-266-2207
Agriculture Education/FFA
sharon.wendt@dpi.state.wi.us

Ann Westrich, Consultant 608-267-3161
Marketing Education/DECA, and
Cooperative Education Skill Standards
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Cooperative Education Teachers

The Wisconsin Cooperative Education Skill
Standards Certification Program is designed to
assist you in meeting state industry standards.
The program requirements are:

Use of state approved industry standards
Two semesters of paid work experience
Career planning
Proficiency grading
Certified teacher
Program application process
All program materials are available on the DPI
website at:
www.dpi.state.wi.us/dpi/dlsis/let/workbased.html
For more information contact:
Career and Technical Education Team
Wisconsin Department of Public Instruction
P.O Box 7841
Madison, WI 53707-7841
608-267-3161 or 1-800-441-4563
ann.westrich@dpi.state.wi.us
Fax: (608) 267-9275
Revised 08/03

Cooperative Education

What is Certified Co-op?

Cooperative Education is a credit course available to junior and senior students enrolled in Career and Technical Education. The goal of the program is to supplement formal classroom instruction with relevant on-the-job experience so that you may:

- Apply concepts and skills learned in classes to the work situation

- Acquire job-related skills not available within the school environment

- Gain work experience through responsibilities encountered on the job

What advantages does Certified Co-op offer?

- Job experience directly related to your career interest

- Secure a future job reference

- Learn skills that can't be taught in the classroom setting

- Possibly secure a permanent full time position with your co-op employer

- Earn graduation credits
- Earn post-secondary credits
- Make informed career choices
- Earn a state skill certificate

Co-op Employers?

Participating employers make the final hiring decision and determine hourly rates. An employer agrees to hire a co-op student for the duration of the semester, subject to renewal for a second work term if performance and business needs warrant continued employment.

How do I apply?

It's easy to become a Co-op student...

First - Stop in the Co-op Office at your school and make an appointment to talk with a Co-op Coordinator. The coordinator will discuss program requirements and course prerequisites.

Second - Complete the application forms.

Third - Submit a typed resume.

Fourth - Register for the appropriate course and section with a permit from the coordinator.

Fifth - Be available for employment interviews.

How am I graded?

As a co-op student, you will attend classes that correspond with your work experience. Your course grade is based on the following:

- Your participation and attendance at the seminar
- Your completion of individualized job goals
- Your employer's evaluation of your job performance
- Skill attainment on the state recognized industry validated standards

SAMPLE**EVALUATION OF PROSPECTIVE TRAINING STATION**

Name of Firm _____ Date Visited _____

Address _____ Owner's Name _____

Contact Person _____ Title _____ Dept. _____

Phone _____ Type of Business _____ No. of Workers _____

Possible Beginning Jobs for Work Stations:

Job Title _____ No. of Workers at this level _____

Job Title _____ No. of Workers at this level _____

RATING FACTORS	Excellent (4)	Good (3)	Fair (2)	Poor (1)	Reason
1. Management interest in training program					
2. Supervisor's interest in student-learners					
3. Suitable occupations for training					
4. Student-learners accepted as part of regular work force					
5. Opportunity for variety of work experience					
6. Employment opportunity after graduation					
7. Opportunity for advancement					
8. Student-learner would not displace regular worker.					
9. Student-learner pay scale commensurate with others in same job					
10. Proximity to educational institution					
11. Lack of hazards (morals, hours, dangers)					
12. Equal opportunity employer					
13. Facilities handicap accessible					
14. Adequate, modern facilities and equipment					
Overall Evaluation (Check One)	Excellent 9	Good 9	Fair 9	Poor 9	Total Points

Possible Job Supervisors: Name _____ Title _____ Dept. _____

Name _____ Title _____ Dept. _____

Comments: _____

Teacher-Coordinator Signature _____

**SAMPLE
COOPERATIVE EDUCATION (COOP)
LIST OF STUDENTS IN THE PROGRAM
PROGRAM AREA/SCHOOL**

Student's Name	Social Security Number	Date of Birth	Student Job Title	Work Based Site	Site Supervisor	Phone Number	Dates of Employment
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							

Nebraska Program Standards COOPERATIVE EDUCATION - DIVERSIFIED OCCUPATIONS <i>A School-Site and Work-Site Work-Based Learning (WBL) Program</i>
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Secondary School _____

Career and Technical Educational Program _____

	Met	In Progress	Not Met
Qualified Instructional Personnel			
1. The instructor(s) participates in professional development activities to update content knowledge and pedagogy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The instructor(s) communicates program goals and objectives to the school and community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curriculum			
1. The program meets applicable local and state standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The curriculum is evaluated and revised on an ongoing basis to incorporate best practices and the state curriculum framework.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Courses of study are planned and sequenced with clearly defined instructional objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Partnerships			
1. Community partnerships are utilized as resources to assist in program improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructional Strategies			
1. Appropriate instructional and assessment strategies are utilized to accommodate the needs of diverse student learners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The program offers opportunities for students to participate in career exploration and/or a work-based learning experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The program addresses bias and stereotyping and applies equity strategies that support knowledge and skill development for all students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The program engages students in specific activities designed to enhance basic skills and integrate knowledge across curriculum areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The program is linked from secondary to postsecondary education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment			
Each program can verify and document:			
1. Student attainment of state academic standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Student attainment of occupational/technical skill proficiencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Student attainment of employability skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Student attainment of a secondary school diploma.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Retention of students in vocational educational programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Completion of the vocational education program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Placement in postsecondary (2-year or 4-year) education, military service, advanced training or employment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- | | | | | |
|-----|---|--------------------------|--------------------------|--------------------------|
| 8. | Participation of students in training that leads to employment in nontraditional occupations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | Student satisfaction with the academic and occupational skills gained. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | Employer satisfaction with the academic and occupational skills gained. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

STANDARDS	DOCUMENTATION
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A. Scope & Sequence. The program is of such scope and sequence to develop essential knowledge and skills.

Recommended:

- MIDDLE/JUNIOR HIGH SCHOOL (Grades 5 - 9)
- The equivalent of one quarter of Workplace Readiness and one quarter of a Career Exploration

Required:

HIGH SCHOOL (Grades 9 - 12)

The core Cooperative Education/Diversified Occupations program will offer the following courses:

- School-Site Learning (SSL).** A regularly scheduled related class devoted to the employability skills and safety instruction required for the occupational area of students' employment. This class shall be taught by a qualified teacher/coordinator and will meet concurrently with the student's work-site learning experience.
- Work-Site Learning (WSL).** A supervised on-the-job learning experience where the student is employed and paid in conformity with Federal and State laws.

A. Check all courses offered at some time during the current year. Circle any courses required of all students.

MIDDLE/JR HIGH SCHOOL	# Weeks	Grade Level
<input type="checkbox"/> Workplace Readiness	_____	_____
<input type="checkbox"/> Career Exploration	_____	_____
Other _____	_____	_____

HIGH SCHOOL (Grades 9 - 12)

A.	Met	In Progress	Not Met
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1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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B. Curriculum/Instructional Strategies

Required

- Student Evaluation.** Each cooperative education student shall receive two grades: one for the **SSL related class** and one for the **WSL experience**.
- Training Stations.** Selected to insure a meaningful and accountable learning experiences for student and to communicate essential program components to employers.
- Assessment.** Training agreements, training plans, earnings reports, evaluations, and coordination visitation records completed and maintained for five years.
- Coordination Time.** A minimum of one class period daily, or the equivalent, for supervision of students at their training station. Reimbursed for travel expenses incurred while supervising students and/or setting up training stations.

B.	Met	In Progress	Not Met
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1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
----	--------------------------	--------------------------	--------------------------

2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Recommended:

- | | | | | |
|--|----|--------------------------|--------------------------|--------------------------|
| 5. WBL Action Plan. A district- or school-wide work-based learning plan for all students is in place that is reviewed annually and that provides K-12 work-based learning options leading to a culminating work-site learning experience, and advisory committee utilization. | 5. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Extended Employment. Additional contract days throughout the school year and/or throughout the summer to set up training stations, write training plans, and complete student assessments. | 6. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Professional Development. Teacher/coordinator involvement in activities that update their skills as well as provide a career focus. | 7. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Student Organizations. Student involvement in leadership/ teamwork/community service activities | 8. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

STANDARDS	DOCUMENTATION
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C. Facilities Required

- | | | | | |
|--|----|--------------------------|--------------------------|--------------------------|
| 1. Facilities are equipped to meet the instructional needs of all students enrolled in the program and provide easy access to a telephone for the teacher/coordinator. | 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|----|--------------------------|--------------------------|--------------------------|

D. Teacher/Coordinator Certification Required

Teacher/coordinator holds one of the following endorsements:

- | | | | | |
|--|----|--------------------------|--------------------------|--------------------------|
| #1. Field endorsement for Agriculture Education, Business Education, Family & Consumer Science, Industrial Technology, Marketing Education, or Trades & Industry. THE TEACHER/COORDINATOR MUST HAVE TAKEN A COORDINATION TECHNIQUES CLASS. | 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|----|--------------------------|--------------------------|--------------------------|

- #2. **Supplemental endorsement** for Coop/DO (12 vocational education hours including 3 hours each in coordination techniques, vocational special needs, and vocational education foundations + 1000 verified hours of work experience through paid, volunteer, or internship activities.)

Complete chart below for each Teacher/Coordinator that will be monitoring students at their work-site learning experience.

Teacher's Name	Discipline Area Agriculture, Business, Marketing, etc.	Postsecondary Institution Granting Certification	Type of Endorsement	
			Field	Supplemental

Directions: Complete form, secure signatures, and return to:
Richard Katt
Nebraska Department of Education
PO Box 94987
Lincoln, NE 68509-4987

Signature of Teacher Date

Signature of School Administrator Date

Signature of NDE Curriculum Director Date

Questions concerning the Cooperative Education/
Diversified Program Standards should be directed to:

Carol Jurgens, Director
Cooperative Education/Diversified Occupations
Nebraska Department of Education
PO Box 94987
Lincoln, NE 68509-4987
Telephone: (402) 471-0948
E-mail: cjurgens@nde.state.ne.us

State Staff Use

Program meets Program
Standards

☐ Yes ☐ No

_____ Original to project
file

_____ Copy returned to
school

PLEASE NOTE:

To meet Federal Child Labor
Laws, all Program Areas that are
“**REQUIRED**” in this document
Must be checked “**MET**” for a
program to be approved.